

# NAVAL BASE CORONADO



# SAF-T-LINES



**MAY 2005**

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## SETTING UP YOUR COMPUTER WORKSTATION

**Proper workstation set-up can prevent RSI's- repetitive strain injuries.**

Over time, your workstation set-up may change, so it is a good idea to periodically check it even if you aren't having any symptoms of RSI.

Follow these three quick steps to make sure your set-up is good. Even better, work with another person when checking your set-up. Always make posture and chair adjustments first – because these will determine how the rest of your workstation is adjusted.

### **Step 1: Adjust your chair.**

Sit right to the back of the chair with equal weight on both buttocks. Feet are firmly on the floor with the knees level or slightly lower than the hips. The low back curve is supported and the head and shoulders are in line with the hips. Check to see if you have a fist width space between the chair seat and the back of your leg. Now adjust your chair so that it is supporting you in this good sitting posture. If you don't know how to adjust your chair, get help.



### **Step 2: Adjust keyboard and mouse position.**

Now with your upper arms by your side and elbows at 90 degrees, slide up to your workstation. The keyboard should be about 1 inch below the hands. If you have a keyboard tray, adjust the tray to this height. But if the keyboard and mouse are on the desk, you will have to adjust the chair height. If after adjusting your chair, your feet don't touch the floor, you will need a footrest. And if you are very tall, you may need to raise the whole desk. Don't lower the chair – this will put you into a poor posture. Bring the keyboard and mouse close to you.

### **Step 3: Position monitor.**

The monitor should be directly in front; at least arm length away and the eyes level with the top 1/3 – 1/2 of the screen. If you wear bifocals, you will have to lower the monitor, otherwise your neck will be in an awkward position.

Good workstation ergonomics can prevent injuries, so take the time to routinely check your set-up. And if others use your workstation, you will need to check your set-up on a daily basis.

## ***RECREATIONAL OFF DUTY SAFETY (RODS)***

### **Basketball Safety**

Although Basketball was originally designed as an indoor winter sport, marines and sailors now play it as an outdoor sport especially during the summer months. The game is played as an on and off-duty recreation sport in which all can enjoy no matter what your athletic ability level is.



Using Operational Risk Management (ORM) to identify hazards in such a fast-paced sport is hard, but not impossible!

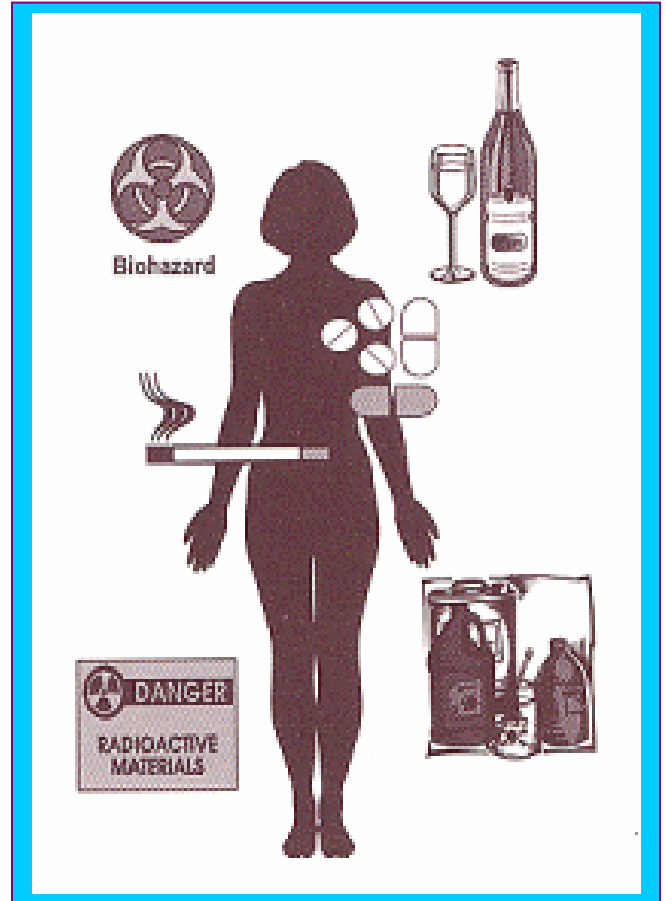
**By following the listed steps, you can minimize basketball injury mishaps:**

1. Participate in a regular fitness program that includes aerobic, weight training, and flexibility exercises. Pay particular attention to ankles, shins, and calves. Consult a personal trainer at one of the fitness centers for help designing a program.
2. Stretch and warm-up prior to playing: Warm up a little first, and then stretch gently.
3. Wear the appropriate shoes: Running shoes or other athletic shoes should not be worn when playing basketball. Running shoes are not designed for jumping, quick turning, and stopping. high top basketball shoes are recommended.
4. Wrap, or tape knees and ankles: Wrapping, taping, and wearing braces for previous injuries can greatly reduced the severity of knee and ankle injuries.
5. Wear Sports PPE (Personal Protective Equipment): Avoid wearing jewelry and clothing attire with pockets. Eye Protection can help prevent eye injuries.
6. Keep hydrated: Drink plenty of water and avoid alcohol while playing games. Proper hydration can help improve your play and prevent injury.
7. Avoid purposeful pushing, shoving and tripping: Do not tolerate horseplay grudge matches or unsportsmanlike conduct. The more contact involved in play the higher the risk of injury.
8. Check the playing surface for hazards: Slippery surfaces, excess gravel, large cracks on an outdoor court, debris, etc. The basketball goal should be padded with at least 8 feet clearance.
9. During non-league games refrain from dunking: Unsuccessful attempts may cause a change in momentum, which can cause you to lose balance and fall on your back or on other players creating a mishap.

# HAZMAT: REPRODUCTIVE HAZARDS

Exposure to reproductive hazards in the workplace is an increasing health concern.

Reproductive hazards are substances or agents that affect the reproductive health of women or men or the ability of couples to have healthy children. Radiation, some chemicals, certain drugs (legal and illegal), cigarettes, some viruses, and alcohol are examples of reproductive hazards? These hazards may cause problems such as infertility, miscarriage, and birth defects. Occupational exposure to reproductive hazards such as workplace chemicals, and physical and biological agents can cause damage to the reproductive systems of both male and female workers.



Occupational exposures to reproductive hazards can produce a wide range of effects on reproduction. The effects of parental exposure before conception include reduced fertility, unsuccessful fertilization or implantation, an abnormal fetus, reduced libido, or menstrual dysfunction. Maternal exposure after conception may result in prenatal death, low birth weight, birth defects, developmental or behavioral disabilities, and cancer. Harmful substances can enter the body by inhalation, contact with the skin, or ingestion (if workers do not properly wash their hands before eating, drinking, or smoking). Workplace substances that affect male workers may also indirectly cause harm to their families. Certain substances unintentionally brought home by a worker may affect a woman's reproductive system or the health of an unborn child. Recognizing potential reproductive hazards is key in preventing and minimizing their effects.

Workplace implementation of engineering controls and work practice guidelines can help reduce or prevent exposures to reproductive hazards. Workers should participate in all safety and health education, training, and monitoring programs offered by their employers. Training includes; proper work practices, engineering controls, and personal protective equipment (i.e., gloves, respirators, and personal protective clothing) that can be used to reduce exposures to hazardous substances.

SOURCE: <http://www.osha.gov/SLTC/reproductivehazards/>

# TRAFFIC SAFETY

## DISTRACTED DRIVING

Driver inattention is a major contributor to highway crashes. The [National Highway Traffic Safety Administration](#) estimates that at least 25% of police-reported crashes involve some form of driver inattention. Driver distraction is one form of inattention, and is a factor in more than half of these crashes.

Distraction occurs when a driver is delayed in the recognition of information needed to safely accomplish the driving task, because something within or outside the vehicle draws his attention away from driving. The presence of a triggering event distinguishes a distracted driver from one who is simply inattentive or "lost in thought."

Driver distractions or inattentive driving play a part in one out of every four motor vehicle crashes. That's more than 1.5 million collisions a year - more than 4,300 crashes each day!

### Inattention Fuels Most Accidents

Many accidents are caused by actions as simple as tuning the radio or as innocent as glancing at a dog on the sidewalk. Carelessness or inattention - even for a second to change the radio station - causes more accidents than anything else.

A report by the [National Highway Traffic Safety Administration](#) indicates that inattention caused 68% of rear-end crashes. Other kinds of crashes - backing up, lane changes and merging usually caused by a driver not recognizing an obstacle or by a driver failing to pay attention.

### Cell Phones

Using a cell phone while driving increases your chance of getting into a crash by 400%. When dialing a phone number or engaging in intense conversation, you're not watching the road like you should. A "hands-free" apparatus is helpful, but they can't prevent you from becoming involved in a conversation and losing concentration. Your best defense is to pull off the road and stop in a safe place before using your phone. **If you need to use your cell phone while driving: Pull off the road and stop in a safe place before using your cell phone.**

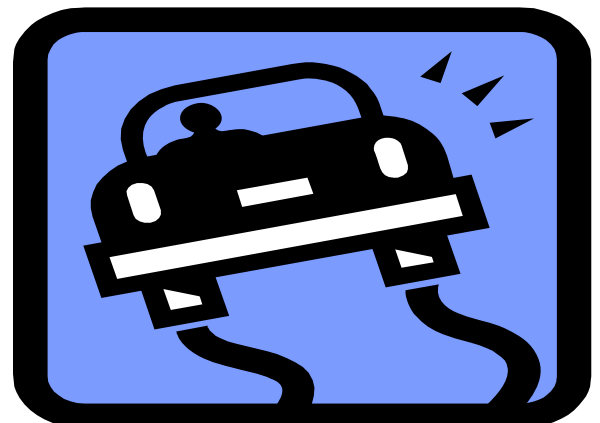
### How to Avoid Being Distracted

#### Stay focused and pay attention!

- Limit interactions with passengers.
- Avoid talking while driving.
- Avoid taking your eyes off the road.
- Keep both hands on the wheel.

#### Avoid driver fatigue.

- Stay focused on the road.
- Don't daydream.
- Don't drive if you are tired.
- Share the driving responsibilities on long trips.



## MARCH AND APRIL 2005 MISHAP SUMMARY

- An Industrial Equipment Mechanic fell while moving materials from a pallet setting on the fork of a forklift, suspended about 10 feet high, to a storage rack. Injury: Two broken wrist, vertigo and facial fractures/cuts. Mishap resulted in 39 Lost Work Days. **Recommendation:** Use proper/approved equipment for the job. Ask for help if the task requires two or more personnel. Supervisor will train personnel on safe warehouse operations/procedures. Wear fall protection device.
- An Aerographer's Mate was riding as a passenger on a jeep, off-road at the Mojave Dessert. While the vehicle was going up the ridge it began to lean to the left and the service member stuck her left foot out to prevent the jeep from tipping over. The vehicle continued to tip to a 45-degree angle and the service member's left foot was pinned between the vehicle and a boulder. Injury: Strained Left leg. Mishap resulted in 7 Light Duty Days. No Lost Time. **Recommendation:** Use common sense when riding. Don't over extend your riding capabilities. Attend an off-road driving safety course before riding off-road.
- An Electronic Technician sustained a hairline fracture in his left wrist while attempting to block a shot during a soccer game. Mishap resulted in 42 Light Duty Days.  
**Recommendation:** Ensure that the skill level of players is adequate for the position they're playing.
- A Motorcycle Operator, while traveling on Interstate 5 was cut-off by a Privately Owned Vehicle causing him to loose control and fall off his motorcycle. Injury: Sprained and bruised left ankle. Mishap resulted in 1 Light Duty Day. **Recommendation:** Supervisors ensure that each sailor who operates a motorcycle is formally counseled on the risks associated with motorcycle operation; the requirements that apply should they decide to operate a motorcycle; and the penalties/consequences that apply in case of non-compliance.
- A firefighter cut his little finger while using a knife to cut grass around the stairs leading to a fire station. Mishap resulted in No Lost Time. **Recommendation:** Use proper tools and personal protective equipment for the job.
- A Facilities Manager was bitten by a spider on the face while walking into the tool room. Mishap resulted in No Lost Time. **Recommendation:** Be alert and extra careful when entering under utilized spaces. Follow Naval Safety Center (NSC) safety tips on spiders.  
**Source:** <http://safetycenter.navy.mil/safetips/spiders.htm>
- While driving on highway 54, an Aerographers Mate was cut-off by a semi truck. Impact to member's vehicle left front side resulted in a loss of control and caused his Sports Utility Vehicle to rollover, twice. Aerographers mate was wearing a seatbelt. Injury: Bruised left wrist. Mishap resulted in No Lost Time. **Recommendation:** **"Safety belts saves life." Always wear your seatbelt.**

# NAVOSH TRAINING

## CPR CERTIFICATION CLASS

**Date:** 4 May and 7 June 2005  
**Where:** Bldg 678, Classroom 222  
**Time:** 0800 – 1200

Please call Mr. Tom Hirzel at (619) 767-7546 or “E” mail [Thomas.hirzel@navy.mil](mailto:Thomas.hirzel@navy.mil) for questions regarding the course. To reserve a seat, fax quota request at 545-1053.

## RESPIRATOR TRAINING CLASS

**Date:** 5 May and 8 June 2005  
**Where:** Bldg 678, Classroom 222  
**Time:** Respiratory Program Assistant – 0800-1200  
 Respiratory Protection Program (Users)- 1300-1430  
 Please call Mr. Tom Hirzel at (619) 767-7546 or “E” mail [Thomas.hirzel@navy.mil](mailto:Thomas.hirzel@navy.mil) for questions regarding the course. To reserve a seat, fax quota request at 545-1053.

## NAVOSH INSPECTION (ANNUAL) SCHEDULE

### COMMAND

### DATE

BQ HOUSING (SHELTERING)	03 MAY
FOOD SERVICES	10 MAY
SECURITY TRAINING ASSISTANCE ASSESSMENT TEAM	10 MAY
COMMANDER, EXPLOSIVE ORDNANCE DISPOSAL GROUP 1	23 MAY
DEFENSE AUTOMATED PRINTING SERVICES (DAPS)	24 MAY
FLEET IMAGING COMMAND PACIFIC (FICP)	31 MAY
DEFENSE REUTILIZATION MARKETING OFFICE (DRMO)	31 MAY
FAMILY HOUSING (ADMIN OFFICES)	13 JUN
CENTER FOR NAVAL AVIATION TECHNICAL TRAINING UNIT (CNATTU)	20 JUN
NAVAL AIR TECHNICAL DATA AND ENG. COMMAND	21 JUN
FLEET AREA CONTROL AND SURVEILLANCE FACILITY	28 JUN

FOR ASSISTANCE, COMMENTS OR QUESTIONS PLEASE FEEL FREE TO CONTACT OUR SAFETY OFFICE LOCATED AT BLDG 678 RM 227

**ROBERT L. CHATMAN - SAFETY MANAGER – 545-1049**

**RON CABLAY – 545-1052**  
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The Navy Occupational Safety and Health Department of Naval Base Coronado publish SAF-T-LINES. It is an unofficial publication for dissemination of safety information. The intended purpose is to raise the awareness of safety by keeping NBC personnel knowledgeable about safety and health topics.